TILDEN PUBLIC LIBRARY LIED AUDITORIUM RENTAL CONTRACT

The Auditorium is available to individuals and/or groups for private functions, and to non-profit organizations for meeting of an educational, civic, or cultural nature open to the public. The rental fees are: 4 hours or less - $50; over 4 hours - $75. Rental of the auditorium will be secured in advance with a $100 refundable deposit, and authorized signature on this rental contract. The renter assumes responsibility for damages to the auditorium and any equipment used.

GROUP/ FUNCTION NAME: ________________________________

REQUESTED USAGE DATE: ___________ TIME: ____________

EVENT PURPOSE: EDUCATIONAL ____ CIVIC ____ CULTURAL ____ PRIVATE ____

APPROXIMATE MAXIMUM NUMBER OF GUESTS ATTENDING: _________

CONTACT PERSON: __________________________________________

ADDRESS: __________________ CITY ____________ ST_____ ZIP__________

PHONE:_____________________________ E-MAIL________________________

EQUIPMENT REQUIRED:

# OF 5’ ROUND TABLES _______ # OF CHAIRS PER TABLE _______ (6 MAX PER TABLE)

# OF 8’ RECTANGULAR TABLES _______ # OF CHAIRS _______

TABLE CLOTHS: Table coverings are available for a fee. $35 for 1 – 10; $50 for over 10.

NO____ YES____ (if yes) QTY_____

PROJECTOR / SCREEN____ PODIUM W/ WIRELESS MIC____ or STD MIC____ PIANO ____

LIBRARY PERSONNEL TO SET UP/TAKE DOWN TABLES & CHAIRS? YES____ NO____

There will be an additional fee of $25 for this service

I certify that I was given and have read the Auditorium use policy, and agree to comply with it.

AUTHORIZED SIGNATURE ________________________________ DATE__________

Revised and Approved by the Tilden Library Board on January 13, 2020